

Creating Evaluations in ONCE

Before an evaluation is created or modified, questions need to be created. Please refer to the document [Creating Questions in ONCE](#)

The Evaluations tab in ONCE is used to assemble questions into useable evaluation forms that can be linked to courses.

To create evaluation(s):

1. From the top of the navigation menu, click the **EVALUATIONS** tab.



The following is a list of common tasks related to the online course evaluation process:

- [Link](#) a course to an existing evaluation
- Create a [new evaluation form](#)
- Browse the [library](#) of reusable evaluation content
- Application version: 2415

Need Help? Please visit the [course evaluation support site](#).

2. From the Evaluations Screen, click **Create New Evaluation**

The screenshot shows the 'Course Evaluations' screen in ONCE. The 'Evaluations' tab is selected in the navigation menu. The page displays filters for Faculty, Department, and Evaluation Type, along with a 'Filter Evaluations' button. A red box highlights the 'Create New Evaluation' button, which is also circled with a yellow '2'. Below the filters, there is a table of existing evaluations.

Faculty	Dept	Evaluation	Usage	Updated By
SC		SC Standard Evaluation	View linked View confirmed	Unknown
SB		Interim Course Open Feedback Form	View linked View confirmed	Unknown

For the following steps, please refer to image below:

Create New Evaluation

Name: **3**

Description: **3**

Faculty: **4**

Department: **5**

6 Choose Instructional Formats

7 Show questions in:

Note: For preview only. Evaluation language is specified when sections are linked.

Questions

GENERAL Default

No questions.

8 Add Question Create New Question

9 Add Evaluation

- Enter the **name** and **description** for this evaluation. We suggest adding some basic notes to the evaluation title such as "Incomplete" and "Unapproved" in order to deter accidental linking and publishing.
- Select your **Faculty** from the Faculty drop down list.
- Select your **Department** from the Department drop down list.
- Choose **Instructional Format** for the evaluation.
Instructional Formats
Choose which instructional formats this evaluation will be applicable.

Add Tab

<input type="checkbox"/> BLPR: Block Practicum	<input type="checkbox"/> LAB : Laboratory
<input type="checkbox"/> CLIN: Clinical	<input type="checkbox"/> LECI: Combined Lecture and Internet
<input type="checkbox"/> COCO: College Course	<input type="checkbox"/> LECT: Lecture
<input type="checkbox"/> CONG: Conversation Group	<input type="checkbox"/> LGCL: Language Classes
<input type="checkbox"/> CORS: Correspondence Course	<input type="checkbox"/> LITU: Combined Lecture, Internet & Tutorial
<input type="checkbox"/> DEMO: Demonstration	<input type="checkbox"/> PERF: Performance
<input type="checkbox"/> DIRD: Directed Reading	<input type="checkbox"/> PRAC: Practicum
<input type="checkbox"/> DISS: Dissertation	<input type="checkbox"/> REEV: Research Evaluation
<input type="checkbox"/> EDIT: Editorial	<input type="checkbox"/> RESP: Research Paper
<input type="checkbox"/> EXAM: Area Exam	<input type="checkbox"/> REVP: Review Paper
<input type="checkbox"/> FDEX: Field Experience	<input type="checkbox"/> SEMR: Seminar
<input type="checkbox"/> FIEL: Field Trip	<input type="checkbox"/> STDO: Studio
<input type="checkbox"/> IDS : Individual Directed Study	<input type="checkbox"/> THES: Thesis
<input type="checkbox"/> INTR: Internet Course	<input type="checkbox"/> TUTR: Tutorial
<input type="checkbox"/> IPCL: Intensive Program-Clinical	<input type="checkbox"/> VIDO: Video Course
<input type="checkbox"/> IPMX: Intensive Program-Mixed	<input type="checkbox"/> WKSP: Workshop
<input type="checkbox"/> IRES: Intensive Research	<input type="checkbox"/> ONLN: Online Course
<input type="checkbox"/> ISTY: Independent Study	<input type="checkbox"/> BLEN: Blended Course

Close

7. Show the evaluation either in **EN** (English) or **FR** (French) format.
8. Click **Add Question**, allow you to choose the questions from questions panel and insert into the new evaluation.
9. Click on **Add Evaluation** once the questions are added to the new evaluation.

Note the image below is an image of the main evaluation section of the page:

Questions

GENERAL Default **A**

Intro Text: **B**

↑ ↓
Ability to encourage and guide discussion: [Delete](#)

Poor (1)
 Adequate (2)
 Good (3)
 Very Good (4)
 Excellent (5)

Add Question **C** **Create New Question**

Add Evaluation **D**

A – These are “Tabs”, created by choosing “Choose Instructional Formats”. Questions would be added into the specific “Tabs” as they relate to each instructional format. For example the “GENERAL” tab would have non-specific questions related to the course itself, the “LECTURE” tab would have specific questions related to the lecturer/instructor and the “LAB” tab would have specific questions related to the Teaching Assistant.

Please note that this is important where the questions are added in the “Tabs” since it effects who will be able to see Online Evaluation Reports at a later date. Please see the table below:

Access Roles for Online Evaluation

Individual	Overall	General	Primary Meet	Lab	Tutorial	Default
Course Director	Y	Y	Y	Y	Y	Y
Section Director	Y	Y	Y	Y	Y	Y
Instructor		N	Y			
Teacher Assistant		N		Y	Y	

Course Director: is able to access all the course-level evaluation results and all instructor/meets results for all sections of the course.

Section Director: is able to access the course-level evaluation results and all instructor/meets results for the section where they are the section director.

Instructor: is able to access his or her own meet-level evaluation results.

Teacher Assistant: is able to access his or her own lab or tutorial.

If none fall under any of these categories any questions that is included in Default table will be shown to everyone.

B – This is where you will place your “Introduction Text” for each section, a short blurb to inform the student taking the exam what they are evaluating with the questions contained within

C – This is where you can add previously created questions, or create new ones on the spot

D – This is the “Add Evaluation” button (first creating an evaluation); this may also display “Update Evaluation” if the evaluation already exists. Click this button to save all changes

To Add Question(s) in a Evaluation:

After Instructional Format is chosen for the evaluation form. Question(s) can be added to the evaluation. Please note that questions must be added for each tab. Therefore questions would be added for LECT tab, TUTOR tab and LAB Tab.

Add Question to GENERAL tab

Faculty	<input type="text" value="LA&PS"/>
Department	<input type="text" value="HUMANITIES"/>
Question Type	<input type="text"/>
Used In Any:	<input type="text" value="-- Select Instructional Format --"/>
Search Text	<input type="text"/>

After the proper tab is chosen. Search for the question template, select the correct template and click on Close

Note: Specific users will only view questions that are added to a particular instructional format. For example a course director will be able to view results from the following instructional format general, lecture or labs. But TA will be only to view their results from a tutorial and not general or lecture.

Add Question to GENERAL tab

Faculty

Department

Question Type

Used In Any:

Search Text

Search Results

Faculty	Dept	Type	Caption
		Scale	Ability to encourage and guide discussion:
		Scale	(select) Ability to explain ideas and concepts clearly:
		Scale	(select) Ability to promote critical analysis:
		Scale	(select) Ability to assist the student in achieving his/her learning goals (e.g. provided guidance for processes to address problem-solving and decision-making):
		Scale	(select) Ability to convey technical skills and applications (e.g. provided a clear explanation of methods and/or computer programmes, effectively demonstrated the use of instruments):

The question has been added to the evaluation. Several questions can be added to this evaluation. Questions also can be moved within the evaluation by using the arrows found on the 1) left/top of the question. The evaluation can be added by clicking onto 2) Add Evaluation.

Questions

Intro Text:

Ability to encourage and guide discussion: [Delete](#)

 Poor (1)

 Adequate (2)

 Good (3)

 Very Good (4)

 Excellent (5)

Ability to explain ideas and concepts clearly: [Delete](#)

 Poor (1)

 Adequate (2)

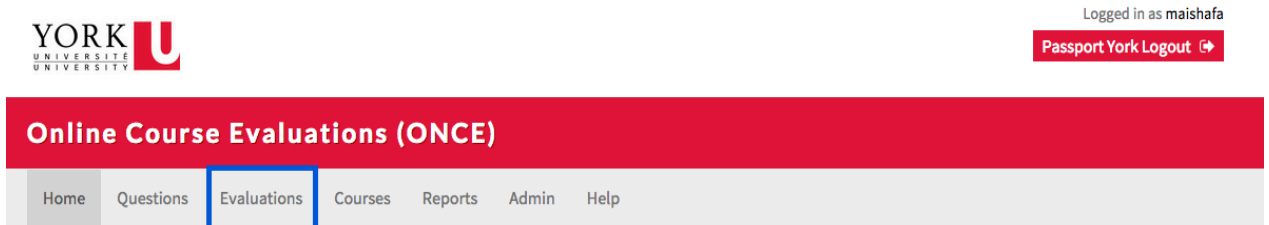
 Good (3)

 Very Good (4)

 Excellent (5)

To modify a previously used evaluation:

1. From the top of the navigation menu, click the **EVALUATIONS** tab.

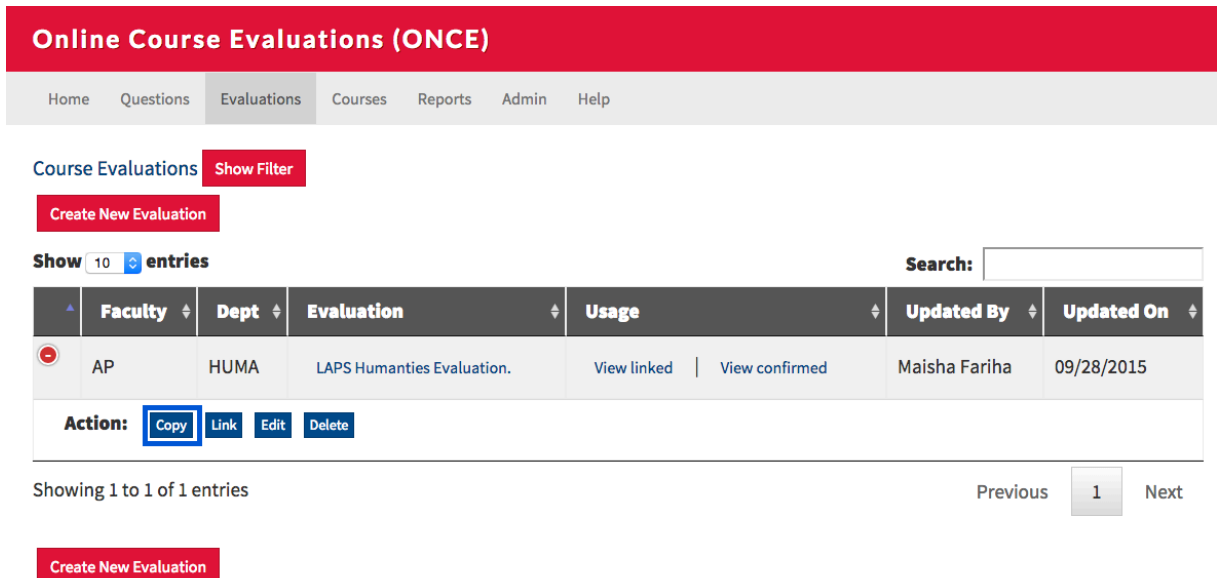


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2. From the **Evaluations** Screen, locate the evaluation you wish to use (you might have to click on the green “+” sign in order to see the options), click Copy



Copy Evaluation

Name	<input type="text" value="LAPS Humanities Evaluation (To be approved)"/>	3
Description	<input type="text" value="End of course evaluation for 2014-15 students."/>	
Faculty	<input type="text" value="LA&PS"/>	4
Department	<input type="text" value="HUMANITIES"/>	5

6

- Enter a name and description for this evaluation.
 - We suggest adding some basic notes to the evaluation title such as “Incomplete” and “Unapproved” in order to deter accidental linking and publishing.
- Select your Faculty from the Faculty drop down list.
- Select your Department from the Department drop down list.
- Click Submit

The evaluation is now copied.

From the Evaluations Screen, click Edit next to the evaluation you just finished creating (you might have to click on the “+” to see the Edit option).

Online Course Evaluations (ONCE)

[Home](#) [Questions](#) [Evaluations](#) [Courses](#) [Reports](#) [Admin](#) [Help](#)

• Evaluation copied

Course Evaluations

Show 10 entries

Search:

	Faculty	Dept	Evaluation	Usage	Updated By	Updated On
-	AP	HUMA	LAPS Humanities Evaluation (To be approved)	View linked View confirmed	Maisha Fariha	09/28/2015
Action: <input type="button" value="Copy"/> <input type="button" value="Link"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>						
+	AP	HUMA	LAPS Humanities Evaluation.	View linked View confirmed	Maisha Fariha	09/28/2015

Showing 1 to 2 of 2 entries

Previous Next

From the Edit Evaluations Screen, you can now modify the evaluation.

Edit Evaluation

Name: LAPS Humanities Evaluation (Tc

Description: End of course evaluation for 2014-15 students.

Faculty: LA&PS

Department: HUMANITIES

Evaluation Type: End of course

Choose Instructional Formats

Show questions in: EN

Note: For preview only. Evaluation language is specified when sections are linked.

Questions

GENERAL Default

Intro Text:



Ability to encourage and guide discussion: [Delete](#)

- Poor (1)
- Adequate (2)
- Good (3)
- Very Good (4)
- Excellent (5)



Ability to explain ideas and concepts clearly: [Delete](#)

- Poor (1)
- Adequate (2)
- Good (3)
- Very Good (4)
- Excellent (5)

Add Question

Create New Question

Save Evaluation